



2015 CITY OF GOODYEAR CANDIDATE MANUAL

**City Clerk's Office
City of Goodyear
190 N. Litchfield Rd. Goodyear, AZ 85338**

**Maureen Scott, City Clerk
623-882-7828**

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Introduction

The City of Goodyear Election Handbook provides basic election information to persons interested in running for City Council. The next City of Goodyear Primary Election will be held on March 10, 2015, with the election of three Councilmembers to four-year terms on the ballot. The Councilmembers are elected at-large, on a nonpartisan basis. To be elected at the Primary, a candidate must receive a majority (50% + 1) of the votes cast.

The City Clerk's Office provides general information to assist all candidates. Individual candidates are ultimately responsible for compliance with election laws.

Every effort will be made to provide you with materials that are current. However, State statutes are subject to constant change and interpretation, and neither the City Clerk nor the City Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.

The City of Goodyear appreciates your interest in our election process and welcomes suggestions regarding additional information that would be of assistance to you. Please contact the Goodyear City Clerk's Office if you have questions.

Sincerely,

Maureen Scott, MMC
City Clerk
City of Goodyear
190 N. Litchfield Rd.
Goodyear, AZ 85338
623-882-7828
Maureen.scott@goodyearaz.gov



2015 PRIMARY ELECTION - TUESDAY, March 10, 2015

2015 GENERAL ELECTION - TUESDAY, May 19, 2015

General information

The Mayor shall be elected for a term of four years but shall not serve more than two (2) consecutive four-year terms. This shall not preclude a person from completing the unexpired remainder of a term of their predecessor. There shall be no limit of non-consecutive terms. (Goodyear City Charter, Article II, Section 5.A.)

Councilmembers serving on the effective date of this Charter shall continue in office until the end of their terms. In the first elections provided in Section 3 of the City Charter, three (3) Councilmembers, each of whom shall be elected, qualified, and serve terms of four (4) years according to the provisions of this Charter. At the succeeding biennial municipal elections, the Mayor and three (3) **Councilmembers to be elected shall be elected, qualified, and serve terms of four (4) years according to the provisions of this Charter.** (Goodyear City Charter, Article II.6.A.)

No person shall be eligible to serve in the office of Councilmember for more than three (3) consecutive terms, but there shall be no limit on the number of non-consecutive terms. (Goodyear City Charter, Article II.6.B.)

The Council shall designate one of its members as Vice-Mayor, who shall serve in such capacity at the pleasure of the Council. The Vice-Mayor shall perform the duties of the Mayor during his or her absence, or temporary disability, subject to the provisions of Section 15(A) of the City Charter. (Goodyear City Charter, Article II.10)

The Mayor receives a monthly salary of \$1,916.67, the Vice-Mayor \$1,041.67 monthly and each Council member \$766.67 monthly (per Ordinance 06-1036).

At the primary election, any candidate who shall receive a majority of all the votes cast at such election shall be declared elected to the office for which he or she is a candidate, and no further election shall be held as to said candidate. If more candidates receive a majority vote than vacancies to be filled, those receiving the highest number of votes shall be declared elected, equal to the number of vacancies. (Goodyear City Charter, Article IX, Section 6)

If, at any Primary election, there be any office or offices to which no candidate therefore was elected, then, said election shall be considered to be a Primary election for the nomination of candidates for such office or offices, and a second or General election shall be held to vote for candidates to fill such office or offices. (Goodyear City Charter, Article IX, Section 7. A)

The candidates, not elected at such first election, equal in number to twice the number to be elected to any given office, or less if so there be, and who received the highest number of votes for the respective offices at such first election, shall be the only candidates at such second election; provided, that if there be any person who under the provisions of this section, would have been entitled to become a candidate for any office except for the fact that some other candidate received an equal number of votes therefore, then all such persons receiving said equal number of votes shall likewise become candidates for such office. (Goodyear City Charter, Article IX, Section 7. B)

Unless you intend to spend and receive contributions of \$250 or less as a candidate, you must file a Statement of Organization for Political Committees; or if you do not anticipate contributions or expenditures to exceed \$500 you may file a \$500 Threshold Exemption Statement. Unless the \$250 exemption applies to you, one of these must be filed before circulating petitions. (For additional requirements and restrictions refer to A.R.S. § 16.903.)

Neither the City Clerk nor the City Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws.

Fillable candidate and campaign finance forms are available on the City of Goodyear website at: [Elections/Campaign Forms](#). Some completed forms will be posted to the City of Goodyear website as required by law.

QUALIFICATIONS FOR MAYOR - COUNCILMEMBER

The Mayor and Councilmembers shall be qualified electors of the City and shall hold no other elected public office, nor any incompatible appointed public office, and shall have resided in the City for not less than two (2) years preceding the date of such election or appointment. If the Mayor or a Councilmember shall cease to possess any of these qualifications or should any of the conditions set forth in Section 15(C) of the City Charter exist, the office shall immediately become vacant. City employees are not eligible to stand for election or serve as Mayor or as members of the City Council.

No person shall be eligible for the office of Mayor who shall not have attained the age of 25 years and no person shall be eligible for the Council who shall not have attained the age of 21 years. (Goodyear City Charter Article II.4)

Incumbents eligible to run for the March 2015 Primary: (Goodyear City Charter, Article II., Section 5, 6)

Council Members: Joanne Osborne
 Sheri Lauritano
 Bill Stipp



Candidate Packets

Please call to schedule an appointment to review the Candidate Packet.

Each candidate packet contains the required forms for filing nomination petitions, a Political Committee Statement of Organization form, a \$500 Threshold Exemption Statement form, a copy of campaign finance laws and related forms, and a copy of the City Charter on the CD. Fill-able forms are also available on the City of Goodyear website: [Elections/Campaign Forms](#)

NOTE: Unless you intend to spend and receive contributions of \$250 or less as a candidate, you must file a Statement of Organization for Political Committees; or if you do not anticipate contributions or expenditures to exceed \$500 you may file a \$500 Threshold Exemption Statement. Unless the \$250 exemption applies to you, one of these must be filed *BEFORE* circulating petitions. (For additional requirements and restrictions refer to A.R.S. § 16.903.

A political committee can be a “committee” of one person, in addition to a candidate. Committee members include any family member who intends to assist the candidate.

Filing Deadline

To become an official candidate for the office of Councilmember in the 2015 Primary Election, the following forms must be filed with the City Clerk no sooner than 8:00 a.m., Monday, November 10, 2014, and no later than 5:00 p.m., Wednesday, December 10, 2014 (ARS § 16-311):

- Nomination Petitions containing at least 401 but not more than 802 valid signatures (ARS § 16-322)
- Nomination Paper/Affidavit of Qualification/Campaign Finance Laws Statement
- Financial Disclosure Statement

Candidate Checklist

The Checklist identifies the documents and forms that must be properly executed and filed with the City Clerk’s Office by the filing deadline (5:00 p.m., Wednesday, December 10, 2014) to become a candidate and have your name printed on the official

ballot.

A completed candidate's Financial Disclosure Statement must be filed at the time nomination petitions and papers are filed with the City Clerk (SRC 2-77; ARS § 16-311).

Nomination petitions (Nonpartisan-not representing a political party)

Nonpartisan nomination petitions in English and in Spanish may be obtained by contacting the City Clerk's office during regular business hours.

The earliest date petitions may be filed is 8:00 a.m., Monday, November 10, 2014. The deadline for filing petitions and nominating papers is **5:00 p.m., Wednesday, December 10, 2014**. Please call to schedule an appointment with the City Clerk.

[Nomination Petitions](#)

Percentage of Signatures Required (ARS § 16-322) A.8, B.)

The percentage of valid signatures required for nomination petitions must be at least five percent (5%) and not more than ten percent (10%) of the total votes cast for Mayor in the last preceding election at which a Mayor was elected. The total votes cast for Mayor at the March 12, 2013 Primary Election was 8,017. The required number of valid signatures for nomination petitions for the 2015 Primary Election is at least 401 (5%) and not more than 802 (10%).

A qualified elector (registered Goodyear voter) may sign one nomination petition for each seat or office to be filled. In 2015, three Council seats will be filled; therefore, an elector may sign up to three nomination petitions. (ARS §16-321).

Legal Sufficiency of Nomination Petitions

It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The Clerk need only determine that the nomination petitions are substantially in regular form and contain the required number of signatures. The Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors (*Sims Printing Co. v. Frohmiller*; *Hunt v. Superior Court in and for Navajo County*).

Petition Circulators (ARS § 16-321)

A petition circulator must be qualified to register to vote in the State of Arizona. A candidate may circulate his or her own petition. Only one person may circulate a petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition.

QUALIFIED ELECTOR

- A. A qualified elector shall be at least 18 years of age and properly registered to vote. (ARS § 16-121 and ARS § 16-101)
- B. A qualified elector must reside within the corporate limits of the City of Goodyear, and be registered to vote. (ARS § 9-822).

QUALIFICATIONS TO REGISTER (ARS § 16-101)

(Must possess all of the following qualifications.)

- A. Every resident of the state is qualified to register to vote if he:
 - 1. Is a citizen of the United States of America.
 - 2. Will be eighteen years of age or more on or before the date of the regular general election next following his registration.
 - 3. Will have been a resident of the state twenty-nine days immediately preceding the election, except as provided in section ARS §16-126-A.
 - 4. Is able to write his name or make his mark, unless prevented from so doing by physical disability.
 - 5. Has not been convicted of treason or a felony, unless restored to civil rights.
 - 6. Has not been adjudicated an incapacitated person as defined in section ARS §14-5101- any person who is impaired by reason of mental illness, mental deficiency, mental disorder, physical illness or disability, chronic use of drugs, chronic intoxication or other cause, except minority, to the extent that he lacks sufficient understanding or capacity to make or communicate responsible decisions concerning his person.
- B. For purposes of this title, "resident" means an individual who has actual physical presence in this state, or for purposes of a political subdivision actual physical presence in the political subdivision, combined with intent to remain. A temporary absence does not result in a loss of residence if the individual has intent to return following his absence. An individual has only one residence for purposes of this title.

VOTING INFORMATION

VOTER REGISTRATION

Voter registration forms are available at the City Clerk's Office between 8:00 a.m. and 5:00 p.m., Monday – Friday, or by calling Maricopa County Elections Department, 602-506-1511 or 602-506-2348 (TDD). Voters may also download the registration form or register online at:

[Voter Registration Form](#)

VOTER REGISTRATION DEADLINES

2015 PRIMARY ELECTION - TUESDAY, March 10, 2015

Registration Deadline: February 9, 2015

2015 GENERAL ELECTION - TUESDAY, May 19, 2015

Registration Deadline: April 20, 2015

Voters may contact the Maricopa County Elections Department at 602-506-1511, or 602-506-2348 (TDD), to find out whether they are eligible to vote in a City of Goodyear election.

PERMANENT EARLY VOTING LIST

Arizona has a law allowing voters to place their names on a permanent early voting list. Once a voter's name is added to the list, an early ballot will automatically be mailed to the voter approximately 26 days prior to an election at which he or she is eligible to vote.

Requests to be added to Maricopa County's Permanent Early Voting List (PEVL) must be made in writing to: Maricopa County Elections Department, Attn: PEVL, 510 S. 3rd Ave., Phoenix, AZ, 85003. All requests must include the voter's name, residence address, mailing address within the county of residence (if different than the residence address), date of birth, and signature. A form may be printed from:

[Permanent Early Voting List](#)

A voter's name remains on the permanent early voting list until the voter's registration is cancelled or is changed to inactive status, or until the voter requests in writing to be removed from the list.

EARLY VOTING

Beginning Sunday, December 07, 2014, early ballots for the March 10, 2015 Primary Election may be requested. Requests may be made online at: [Early Ballot Request](#)

Early ballots may also be requested by calling the Maricopa County Elections Department, Monday through Friday, 8:00 a.m. to 5:00 p.m., at 602-506-1511 or 602-506-2348 (TDD). Written requests may be sent to: Maricopa County Elections Department, 510 S. 3rd Ave, Phoenix, AZ 85003. Written requests must include the voter's name, residence address, date of birth, election for which the ballot is being requested, address where the ballot is to be mailed (if different than residence address), and the signature of the requestor.

HOW TO VOTE EARLY BY MAIL OR WITH ASSISTANCE

For an early ballot to be counted, it must be returned to the Maricopa County Elections Department, or any polling place within Maricopa County, so that it is received no later than 7:00 p.m. on Election Day.

To arrange for voting assistance, contact the Maricopa County Elections Department, 510 S. 3rd Avenue, Phoenix, AZ 85003, 602-506-1511 or 602-506-2348 (TDD), before 5:00 p.m., Friday, February 20, 2015 for the Primary Election, and Friday, May 1, 2015 for the General Election. Verbal or written requests must specify the address of confinement if assistance is needed from an Election Board.

HOW TO VOTE EARLY IN PERSON

To cast an early ballot in person, appear at any of the Maricopa County Election Department offices listed below, or any other designated early voting site, no later than 5:00 p.m., Monday, March 9, 2015, for the Primary Election, and Monday May 18, 2015, for the General Election.

County Offices Designated for Early Voting in Person

510 S. 3rd Avenue, Phoenix (MCTEC Facility)
111 S. 3rd Avenue, Phoenix (Downtown Facility)
222 E. Javalina, Mesa (Mesa Facility)

Early voting hours at the above County locations are 8:00 a.m. to 5:00 p.m., Monday through Friday.

City Offices Designated for Early Voting in Person February 12, 2015 – March 9, 2015

Goodyear City Hall City Clerk's Office 190 N. Litchfield Road Goodyear, AZ 85338

Early voting hours at the above City location is Monday through Friday, 8:00 a.m. to 5:00 p.m.

VOTING AT THE POLLS

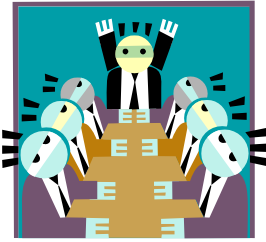
Voting locations will be open from 6:00 a.m. to 7:00 p.m. Any qualified elector who is in the line of waiting voters at 7:00 p.m. shall be allowed to prepare and cast a ballot (ARS § 16-565).

You may vote in person and/or obtain a replacement ballot at Goodyear City Hall between the hours of 6:00 a.m. and 7:00 p.m. on Election Day.

Voted mail ballots must be returned to the Maricopa County Elections Department using their postage prepaid mailing affidavit envelopes. Voted mail ballots contained in the signed affidavit envelope may also be placed in the sealed ballot box at Goodyear City Hall prior to Election Day, or dropped off at the above listed locations on Election Day no later than 7:00 p.m.

Important Dates to Remember

Last Day to Register to Vote in Primary Election	Monday, February 9, 2015
Last Day to Request a Ballot to be Mailed (Primary)	Friday, Feb 27, 2015
Last Day to Vote Early in Person (Primary)	Monday, March 09, 2015
Last Day to Return Early Ballots (Primary)	by 7:00 p.m. Tuesday March 10, 2015
Primary Election	Tuesday, March 10, 2015



COUNCIL MEETINGS

Council Meeting Dates:

- Regular Meetings:
 - Call to Order is at 6:00 PM on the second and fourth Monday of every month.
 - Holidays: When a holiday falls on a Monday, and the City does not observe the holiday, regularly scheduled Council meetings will be held on an alternate date. Mayor and Councilmembers rotate turns leading the Pledge and Invocation
- Special Meetings:
 - Can be scheduled on as-needed basis
 - Mayor and Councilmembers rotate turns leading the Pledge and Invocation
- Executive Session:
 - There are only seven reasons an Executive Session may be called. Executive Sessions are not open to the public.
 - Councilmembers may not participate via teleconference for an Executive Session.
 - All written material is confidential and will be collected by the City Attorney at the end of the meeting.
- Worksessions:
 - Usually scheduled on the third Monday of the month at 5:00 PM. Occasionally scheduled at 5:00 PM, before a Council meeting.
- Council Advance:
 - Based on need, can occur several times.

Attendance: Per City of Goodyear City Charter, Section 14, Absence to Terminate Membership, “If any Council member shall be absent from more than three consecutive regular meetings, or a total of four regular meetings in any calendar year, without the consent of the Council duly recorded in the journal, he shall thereupon cease to hold office”.

TERMINATION OF POLITICAL COMMITTEES (ARS § 16-914, 915)

A political committee may terminate only when the committee chairman and treasurer file a written statement with the City Clerk certifying under penalty of perjury that: (1) The committee will no longer receive any contributions or make any disbursements; (2) The committee has no outstanding debts or obligations; and (3) All surplus monies have been disposed of pursuant to section 16-915.01 together with a statement of the manner of disposition of the surplus, the name and address of each recipient of surplus monies and the date and amount of each disposition of surplus monies.

For a political committee that is an individual's exploratory committee or a candidate's campaign committee, the committee may transfer the committee's debts and obligations to a subsequent committee for that individual or candidate, as prescribed by section 16-915.01, and in that event may terminate without certifying that the committee has no outstanding debts or obligations.

A political committee must dispose of surplus monies only as follows:

1. Retain surplus monies for use in a subsequent election, which includes a transfer by an individual's exploratory committee or a candidate's campaign committee to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.
2. Return surplus monies to the contributor to the extent records are available permitting such return.
3. Contribute surplus monies to a county, state or local committee of a political party.
4. Donate the surplus monies to a charitable organization that qualifies under Section 501(c)(3) of the United States Internal Revenue Code.
5. In the case of a political committee other than an individual's exploratory committee or a candidate's committee, contribute surplus monies to a candidate's campaign committee if the contribution is within the contribution limits of ARS 16-905.
6. Donate surplus monies to a political committee other than an individual's exploratory committee or to a candidate's campaign committee.
7. Dispose of the surplus monies in any other lawful manner.

A Political Committee Termination Statement is included on this election packet CD. This form may be used to dissolve a political committee at the end of the election cycle and/or whenever the committee meets the criteria listed above under "Termination of Political Committees."

Committees who file the \$500 Threshold Exemption Statement are automatically terminated 90 days after the election cycle and **must** file a termination statement or be subject to a penalty of \$100.¹

¹ SB 1393- 2010

Petition Circulators (ARS § 16-321)

A petition circulator must be qualified to register to vote in the State of Arizona. A candidate may circulate his or her own petition. Only one person may circulate a petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition.

NOMINATION PAPER/ AFFIDAVIT OF QUALIFICATION/ CAMPAIGN FINANCE LAWS STATEMENT (ARS § 16-311)

The Nomination Paper provides written notification to the City Clerk of an individual's intent to become a candidate for office. The following information is required on the Nomination Paper:

1. Name of the candidate.
2. Actual place of residence. If you have a post office address, please include that address **in addition to** your actual place of residence.
3. The office for which the candidate is offering candidacy.
4. The exact manner in which a candidate desires to have his/her name printed on the official ballot. This manner is limited to the candidate's surname and given name or names, an abbreviated version of such names, or appropriate initials. Nicknames are permissible, but in no event may nicknames, abbreviated versions or initials of given names suggest reference to professional, fraternal, religious or military titles. Candidate's abbreviated names or nicknames may be printed within quotation marks. The candidate's surname must be printed first, followed by the given name or names.
5. Date of the 2015 Election.
6. An affidavit containing sufficient information to indicate that, at the time of the election, the candidate will be qualified to hold the office being sought.
7. Candidate's acknowledgment of having read all applicable laws relating to campaign finance and reporting.

A Nomination Paper must be filed at the time the candidate's nomination petitions are filed. There is a statement on the bottom of the form indicating: "I have read all applicable laws relating to campaign financing and reporting." The material (ARS Title 16, Chapter 6) referred to in this statement is included in the Candidate Packet and is required reading before petitions and nominating papers are filed.

[Nomination Paper](#)

Legal Sufficiency of Nomination Petitions

It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The Clerk need only determine that the nomination petitions are substantially in regular form and contain the required number of signatures. The Clerk

has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors (*Sims Printing Co. v. Frohmiller*; *Hunt v. Superior Court in and for Navajo County*).

CAMPAIGNING

PROMOTIONAL MATERIAL

Per Arizona Revised Statutes:

“ARS16-912. Candidates and independent expenditures; campaign literature and advertisement sponsors; identification; civil penalty

A. A political committee that makes an expenditure for campaign literature or advertisements that expressly advocate the election or defeat of any candidate or that make any solicitation of contributions to any political committee shall be registered pursuant to this chapter at the time of distribution, placement or solicitation and shall include on the literature or advertisement the words "paid for by" followed by the name of the committee that appears on its statement of organization or five hundred dollar exemption statement.

B. If the expenditure for the campaign literature or advertisements by a political committee is an independent expenditure, the political committee, in addition to the disclosures required by subsection A of this section, shall include on the literature or advertisement the names and telephone numbers of the three political committees making the largest contributions to the political committee making the independent expenditure. If an acronym is used to name any political committee outlined in this section, the name of any sponsoring organization of the political committee shall also be printed or spoken. For the purposes of determining the three contributors to be disclosed, only the contributions made during the calendar year in which the independent expenditure is made shall be considered.

C. Subsection A of this section does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection A of this section cannot be conveniently printed or to signs paid for by a candidate with campaign monies or by a candidate's campaign committee or to a solicitation of contributions by a separate segregated fund from those persons it may solicit pursuant to sections 16-920 and 16-921.

D. The disclosures required pursuant to this section shall be printed clearly and legibly in a conspicuous manner. The disclosure statement shall include the words "paid for by" followed by the name of the entity making the expenditure and shall state that it is not authorized by any candidate or candidate's campaign committee. Disclosure statements shall also comply with the following:

1. If the communication is broadcast on radio, the disclosure shall be spoken at the end of the communication.

2. For printed material that is delivered or provided by hand or by mail, the disclosure shall be printed clearly and legibly in a conspicuous manner.

3. If the communication is broadcast on a telecommunications system, the following apply:

- (a) The disclosure shall be both written and spoken at the end of the communication, except that if the written disclosure statement is displayed for at least five seconds of a thirty second communications broadcast or ten seconds of a sixty second communications broadcast, a spoken disclosure statement is not required.

- (b) The written disclosure statement shall be printed in letters that are displayed in a height that is equal to or greater than four per cent of the vertical picture height.

E. A person who violates this section is subject to a civil penalty of up to three times the cost of producing and distributing the literature or advertisement. This civil penalty shall be imposed as prescribed in section 16-924.

ARS 16-917. Independent expenditures; in-kind contribution; civil penalty

A. A political committee, corporation, limited liability company or labor organization that makes independent expenditures for literature or an advertisement relating to any one candidate or office within sixty days before the day of any election to which the expenditures relate, shall send by certified mail a copy of the campaign literature or advertisement to each candidate named or otherwise referred to in the literature or advertisement twenty-four hours after depositing it at the post office for mailing, twenty-four hours after submitting it to a telecommunications system for broadcast or twenty-four hours after submitting it to a newspaper for printing.

B. The copy of the literature or advertisement sent to a candidate pursuant to subsection A of this section shall be a reproduction that is clearly readable, viewable or audible.

C. An expenditure by a political committee, corporation, limited liability company, labor organization or a person that does not meet the definition of an independent expenditure is an in-kind contribution to the candidate and a corresponding expenditure by the candidate unless otherwise exempted.

D. A person who violates this section is subject to a civil penalty of three times the cost of the literature or advertisement that was distributed in violation of this section. This civil penalty shall be imposed as prescribed in section 16-924.”

REQUESTS FOR INFORMATION

Citizen requests for public information are processed through the City Clerk. Until you become a Council candidate (e.g., valid petitions and required paperwork have been filed with the City Clerk), a request for public information will be processed the same as all other public records requests.

Recognizing the City’s responsibility to provide accurate information and equal treatment to all Council candidates, the following procedures will be used to provide information to candidates:

1. All candidates will be treated equally.
2. Requests for public information must be submitted in writing.
3. Information given to one candidate will be made available to all candidates.
4. Requests for information and documents provided to the City Council on a regular basis (e.g., Council agendas and minutes) will be provided to official candidates, who have filed valid petitions and required paperwork with the City Clerk, at no cost.

5. A copying charge will be assessed for copies of documents that are not routinely provided to the City Council.

MARICOPA COUNTY ELECTION FILES

The City Clerk's Office is able to obtain a number of election files from the Maricopa County Elections Department and make them available to candidates on a Compact Disk (CD) at a cost of \$5 each. Everyone who purchases a CD is required to sign a form declaring that the information will not be used for commercial purposes; that it will not be bought, sold, or transferred for any purpose (except those authorized by ARS 16-168 unless approved by the Maricopa County Recorder); and that it will only be used for purposes relating to a political or political party activity, a political campaign or an election, for revising election district boundaries or purposes specifically authorized by law. The signed form will be kept on file in the City Clerk's Office and will apply to all election CDs obtained by the candidate or candidate's committee for the 2015 election cycle. A separate \$5 fee must be paid for each CD request.

Early Ballot Returns File (EV-33)

Every week, starting with the first full week after early voting begins; Maricopa County Elections Department issues an Early Ballot Returns File (EV-33). The EV-33 contains the list of voters who have returned their early ballots and typically covers the one-week period just prior to the date of issue. The files are usually available each Tuesday afternoon. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.

EV-33 files are not cumulative. The names that are in each file are unique to that week's returned early ballot activity; therefore, the current week's file does not contain the names that were on the prior week's file. However, the latest CD will always include all of the EV-33 files our office has received to date. Simply combine the files on the CD to create a cumulative list of names.

Voted File (VM-55)

Shortly after each election, Maricopa County Elections Department issues a Voted File (VM-55), which contains the names and addresses of the registered voters in Goodyear who cast ballots in that election, or who requested an early ballot but did not vote. Each entry is coded to indicate the manner in which the ballot was cast (at a polling location, by mail, at an early voting site, etc.).

Registered Voter File

Maricopa County Elections Department also provides a file containing the names and addresses of registered voters in Goodyear. This file is issued at various times throughout the election process.

Political Signs Guidelines:

1. Display Period.

Political signs may only be placed during the period commencing sixty (60) days before a primary election and ending fifteen (15) days after the general election; except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen (15) days after the primary election (A.R.S. 16-1019).

2. Sign Size.

- a. Political signs on property zoned for residential use or in right-of-way adjacent to property zoned for residential use shall not exceed a maximum sign area of sixteen (16) square feet (A.R.S. 16-1019).
- b. Political signs on property zoned for non-residential use or in a right-of-way adjacent to property zoned for non-residential use shall not exceed a maximum sign area of thirty-two (32) square feet (A.R.S. 16-1019).
- c. Political signs shall not exceed six (6) feet in height (COGZO Art. 7-9 B.1.c.).

3. Sign Placement.

- a. Political signs may be placed on private property or within the adjacent public right-of-way, provided such placement is done in accordance with the provisions of Arizona Revised Statutes, Goodyear City Code and City of Goodyear Zoning Ordinance (A.R.S. 16-1019, GCC Chapter 11 & COGZO Art. 7-9 B.1.).
- b. Placement of a political sign on, or attachment of a political sign to any sign, traffic signal, street light pole or any other structure or facility within the public right-of-way is strictly prohibited (GCC 11-1-14 & COGZO Art. 7-11 3.).
- c. A political sign may be placed in the public right-of-way, provided placement of such sign:
 - i. does not block visibility to any roadway, driveway or access to property (GCC 11-1-19 & A.R.S. 16-1019);
 - ii. is not placed in any roadway median (COGZO Art. 7-9 B.1.e.);
 - iii. is not placed in a hazardous location (A.R.S. 16-1019);
 - iv. is not in violation with the provisions of the Americans with Disabilities Act and does not block or obstruct a public sidewalk (A.R.S. 16-1019);
 - v. is not closer than five (5) feet from the curb; and,
 - vi. is not closer than seven (7) feet from the edge of the roadway pavement.
- d. Prior to installation on private property, approval shall be obtained from the owner of the property on which a political sign will be placed. (COGZO Art. 7-9 B.1.f.);

- e. Prior to installation in the public right-of-way, approval should be obtained from the owner of the property adjacent to the right-of-way on which a political sign will be placed.

Signs in Public Rights-of-Way in the City - Political Signs ²

In addition to the Political Signs Guidelines noted above, State law now prohibits a city, town or county from removing, altering, defacing or covering any political sign if the following conditions are met:

1. The sign is placed in a public right-of-way that is owned or controlled by that jurisdiction.
2. The sign supports or opposes a candidate for public office or it supports or opposes a ballot measure.
3. The sign is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act (42 United States Code sections 12101 through 12213 and 47 United States Code sections 225 and 611).
4. The sign has a maximum area of sixteen square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two square feet if the sign is located in any other area.
5. The sign contains the name and telephone number of the candidate or campaign committee contact person.¹ A.R.S. § 16-1019 (B) - (I).

If the city, town or county deems that the placement of a political sign constitutes an emergency, the city, town or county may immediately relocate the sign. The city, town or county must notify the candidate or campaign committee that placed the sign within twenty-four hours after the relocation. If a sign does not meet the criteria listed above and the placement is not deemed to constitute an emergency, the city, town or county may notify the candidate or campaign committee that placed the sign of the violation. If the sign remains in violation at least twenty-four hours after the notification to the candidate or campaign committee, the city, town or county may remove the sign. The city, town or county shall contact the candidate or campaign committee and shall retain the sign for at least ten business days to allow the candidate or campaign committee to retrieve the sign without penalty. A city, town or county may prohibit the installation of a sign on any structure owned by the jurisdiction.

A city, town or county employee acting within the scope of the employee's employment is not liable for an injury caused by the failure to remove a sign unless the employee intended to cause injury or was grossly negligent.

These provisions do not apply to commercial tourism, commercial resort, and hotel sign free zones as those zones are designated by municipalities. The total area of those zones shall not be larger than three square miles, and each zone shall be identified as a specific contiguous area where, by resolution of the municipal governing body, the municipality has determined that based on a predominance of commercial tourism, resort and hotel

² A.R.S. § 16-1019 (B) - (I).

uses within the zone the placement of political signs within the rights-of-way in the zone will detract from the scenic and aesthetic appeal of the area within the zone and deter its appeal to tourists. Not more than two zones may be identified within a municipality. **(The City of Goodyear has no commercial tourism, commercial resort, or hotel sign free zones and does not anticipate designating any in the near future.)**

These new rules apply only during the period commencing sixty days before a primary election and ending fifteen days after the general election, except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen days after the primary election. State highways or routes, or overpasses over those state highways or routes, are not included in the areas where signs are allowed.

Right-of-way widths vary depending on the type of street. There are generally five types of street classifications:

1. Scenic Arterials (150' ROW), such as PebbleCreek Parkway, Goodyear Boulevard; Estrella Parkway from I-10 south to Vineyard, and Yuma Road from 175th Drive on the west to Bullard Wash on the east;
2. Major Arterials (130' ROW), such as McDowell Road from Cotton Lane east to Litchfield Road, Dysart Road from I-10 north to Thomas Road, and Litchfield Road from McDowell Road north to Thomas Road;
3. Arterials (110' ROW), such as Thomas Road from Dysart Road west to Litchfield Road, Sarival Road from McDowell Road south to W. Lower Buckeye Road, Van Buren Street from Cotton Lane east to Bullard Avenue, and W. Encanto Blvd./W. Virginia Avenue from Bullard Avenue west to PebbleCreek Parkway;
4. Collectors (60 to 84' ROW), such as Palm Valley Boulevard east of Litchfield Road (60' ROW), Palm Valley Boulevard west of Litchfield Road (84' ROW), Thomas Road from Litchfield Road west to 144th Ave. (80' ROW), 144th Ave. from Bullard Avenue north to Wigwam Blvd. (84' ROW), San Miguel Drive (60' ROW), and Westar Drive (60' ROW);
5. Local Streets (50' ROW), which include most residential streets.

The right-of-way width for an arterial is typically 110 feet, 130 feet, or 150 feet depending on its classification. The street width with curb and gutter varies from 54 to 78 feet. The right-of-way for a collector road is usually 60 feet, 80 feet, or 84 feet with a roadway width of either 41 feet or 50 feet. In locations where the land adjacent to the arterial roadway has not yet been developed, the existing right-of-way may only be 33 feet to 40 feet from the center of the roadway which is typical for farm roads that had been constructed in the county. A typical residential street from back of curb to back of curb is 33 feet within a 50-foot right-of-way.

Public rights-of-way usually have regulatory signage, transformer boxes, sidewalks/bike paths, water meter boxes, and utility poles. It is not legal to attach a political sign to any of these public facilities. To determine the right-way line, you can measure from the center of a street one-half the right-of-way distance. Streets may not be exactly located within the center of a right-of-way, but for purposes of estimating sign locations this

generally will work. On most residential streets, you should measure 8 feet behind the back of curb to determine the right-of-way line.

Please note that the right-of-way widths provided above are examples of typical roadways, but can vary where additional right-of-way has been provided for turn lanes or bus bays. It is recommended that whenever there is a question as to the location of the right-of-way, it is best to check maps available on the Maricopa County Assessor's website at the following web address:

<http://maps.mcassessor.maricopa.gov/maps/default.aspx> The City's Engineering Department has the maps to determine the exact right-of-way for individual streets within the city.

Political signs may be placed on private property with the permission of the property owner. If someone is unsure of whether the sign is located on private property, it is always advisable to ask permission of the adjacent property owner.

HOA Political Signs - HB 2471 (2012) Amends § 33-1261 and 33-1808:

Extends the time period before an election during which Home Owners' Associations are required to allow residents to display political signs to seventy-one days before and three days after the election; and expands the area in which Home Owners' Associations are required to allow residents to display political signs to nine square feet.

75 Foot Limit at Polling Locations:

Except as prescribed in this section and section 16-580, a person shall not be allowed to remain inside the seventy-five foot limit while the polls are open, except for the purpose of voting, and except the election officials, one representative at any one time of each political party represented on the ballot who has been appointed by the county chairman of that political party and the challengers allowed by law, and no electioneering may occur within the seventy-five foot limit. Voters having cast their ballots shall promptly move outside the seventy-five foot limit. A person violating any provision of this notice is guilty of a class 2 misdemeanor. (A.R.S. §16-515)³

³ HB 2722 (2012) Redefines Electioneering to mean instances in which "an individual knowingly, intentionally, by verbal expression and in order to induce or compel another person to vote in a particular manor, or refrain from voting, expresses support for or in opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election, or a political party with one or more candidates who appear on the ballot in that election".

Campaign Finance

Candidates for City Council must comply with all State campaign finance laws (*ARS Title 16, Chapter 6*). Campaign finance laws are specific and detailed. They establish, among other things, when a candidate is required to form a political committee, how a candidate's committee must be constituted, contribution limits, when campaign finance reports are required and their content. The importance of strict compliance with campaign finance laws cannot be overstated. Timely, accurate compliance with campaign laws is essential to avoid monetary penalties, possible criminal violations and other negative consequences. Failure to comply with campaign finance laws may be the subject of enforcement actions, as well as civil and criminal penalties.

CAMPAIGN FINANCE LAWS, FORMS AND REPORTS

The Candidate Packet contains:

1. *Title 16, Chapter 6, Campaign Contributions and Expenses*;
2. A copy of Election Cycle Campaign Contribution Limits; and
3. Electronic copies of required campaign finance forms, along with an instruction manual for completing the forms. *Fill-able forms are available on the City of Goodyear website, and hard copy forms are also available from at the City Clerk's Office.

To ensure compliance with all State campaign finance laws, candidates are strongly encouraged to seek the assistance of their attorney and/or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.

Political Committee Statement of Organization

Each political committee shall have a chairman and treasurer. The position of chairman and treasurer of a single political committee may not be held by the same individual, except that a candidate may be chairman and treasurer of his own campaign committee. (*ARS § 16-902*) **Completed forms will be posted on the City of Goodyear website.**

Candidates who anticipate receiving contributions or making expenditures of more than \$500 in connection with the 2015 City of Goodyear municipal elections must designate, in writing, a political committee to serve as the candidate's campaign committee by filing a Statement of Organization with the City Clerk (filing officer). The Statement of Organization must be filed before the candidate, or candidate's committee, accepts contributions, makes expenditures, distributes literature, or circulates petitions.

A candidate may have only one campaign committee designated for each election. Candidates are required to complete a new statement of organization for each new election. If a candidate still has an open committee from a previous election, they will need to terminate it and transfer any surplus monies, debts, and obligations to a

subsequent committee.

Political committees are required to file an amended statement of organization within five days if any information changes on the form.

\$500 Threshold Exemption Statement (ARS § 16-902.01)

Unless you intend to spend and receive contributions of \$250 or less as a candidate, you must file a Statement of Organization for Political Committees; or if you do not anticipate contributions or expenditures to exceed \$500 you may file a \$500 Threshold Exemption Statement. Unless the \$250 exemption applies to you, one of these must be filed before circulating petitions. (For additional requirements and restrictions refer to A.R.S. § 16.903.

If a political committee, including a candidate's committee, does not anticipate spending or collecting \$500 during the election period, a \$500 Threshold Exemption Statement may be filed in lieu of a Statement of Organization. Upon filing an exemption statement, the committee will not be required to file any additional campaign finance reports. Legislation adopted in 2010 requires the committee to keep track of contributions and expenditures in case they go over the limit. If the committee's expenditures or contributions exceed \$500, the committee must file a Statement of Organization within five business days of exceeding the \$500 limit and will be required to file all required campaign finance reports with the City Clerk. Completed forms will be posted on the City of Goodyear website.

Campaign Finance Reports (ARS § 16-913)

There are a number of campaign finance reports that **must** be filed with the City Clerk throughout the election period. It is the responsibility of the candidate and/or political committee to ensure all deadlines are met. Electronic copies of Political Committee Campaign Finance Report forms are included in the Candidate Packet. Additional copies are available from the City Clerk's Office. **Completed forms will be posted on the City of Goodyear website.**

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	November 25, 2014 – December 31, 2014	January 1, 2015 and February 2, 2015
Pre-Primary Report	January 1, 2015 thru February 26, 2015	February 27, 2015 thru March 6, 2015
Post-Primary Report	February 27, 2015 thru March 30, 2015	March 31, 2015 and April 9, 2015
Pre-General Report	March 31, 2015 thru May 7, 2015	May 8, 2015 and May 15, 2015
Post-General Report	May 8, 2015 thru June 8, 2015	June 9, 2015 and June 18, 2015
January 31 Report	June 9, 2015 thru December 31, 2016	January 1, 2017 and January 31, 2017

**** NEW CHANGES AS OF SPRING 2014:**

The Governor signed a new bill (HB2665) regarding changes to the Campaign Finance laws.

Candidates must now designate a single committee on their Statement of Organization.

Because the contribution limits now apply to each election, not the combination of the Primary and General election, candidates are required to keep accounting records for the Primary **and** General election separately.

Recap of the new law:

- Candidates must register a single committee, which includes both the Primary & General Elections (only one ID# is assigned)
- Reporting – must maintain separate accounting systems for the two elections, and report activity for each election (Primary & General)
 - Must file a Report or a No Activity Statement for each Primary & General Election **for each reporting period**
 - Forms have boxes to indicate Primary and General
 - All schedules identify the committee ID and type of election (Primary or General)
- Before the Primary, contributions must be applied to the Primary Election unless the contributor designates they want the money to go toward the General Election, or it would exceed campaign contribution limits for the Primary
- Amount received above contribution limits for the Primary can be applied to the General subject to the limits for the election and the contributor
- After the Primary, apply money to Primary debt, then General debt (Accounting must show a rollover of money from Primary to General)
- **Contributions for the General Election cannot be used for Primary debt**
- After the Primary Election, unexpended or unencumbered Primary funds can be combined and used in the General Election
- After the General Election, all contributions can be combined and used in the subsequent election cycle

The City Clerk's Office is unable to provide advice on how to complete these forms; however, if you have questions, please let us know and we will do our best to assist you. As always, it is best to consult your own attorney or campaign adviser if you have questions regarding these new laws.

Please refer to HB2665 amending Titles 16-901, 16-902, 16-903 & 16-905.

NOTICE TO CANDIDATES IN THE UPCOMING ELECTION OF THE CITY OF GOODYEAR

Our City has recently learned of a change in interpretation of the new campaign finance laws passed during the 2014 legislative session. The change affects those candidates

filing a \$500 Threshold Exemption Statement, as well as those claiming a \$250 exemption. The exemptions now apply to the combination of the primary and general, not to each election. This means that to qualify for the \$500 threshold exemption you are restricted to spending or receiving contributions of \$500 or less for the total election period. The same applies to those claiming the \$250 exemption. Separate accounting for each election is also not required.

If you exceed the \$500 threshold you must file a statement of organization with our office within 5 business days of exceeding the \$500. For those claiming a \$250 exemption, if you exceed the \$250 you must file either a \$500 threshold exemption or a statement of organization.

You can continue to use the forms provided to you for the \$500 Threshold Exemption Statement. If you filed a form for the Primary election and do not expend \$500 or more during the Primary and General elections, then you only need to file the form again by the deadline noted with the termination information which appears at the bottom of the form. If you filed forms for both the Primary and General, you can fill out the termination on either form and file it with the City Clerk.

Arizona's campaign finance laws are complex and interpretation depends on many factors, including court decisions. We hope this notice explains the current interpretation to you.

CAMPAIGN CONTRIBUTION LIMITS (ARS § 16-905)

Campaign contribution limits are listed on the revised January 29, 2014 Contribution Limits Chart, which is included in the Candidate Packet and available on the City's website. In summary, the limits are:

1. \$2,500 from an individual or a political committee.
2. \$5,000 from a political committee certified by the Secretary of State to be a "Super PAC."
3. \$11,390 from a political party and all political organizations combined.

The Campaign Contribution Limits Chart contains additional information and regulations regarding campaign finance. Refer to this document for a comprehensive list of expenditure limitations.

[Campaign Contribution Limits Chart](#)



City Of Goodyear Council Member Job Description

DEFINITION

The City Council is the policymaking body for the City of Goodyear. Administrative functions are left to the City Manager and his staff. Council members exercise their authority only when acting in concert with other Council members at publicly noticed meetings. Individual Council members have no authority to act independently or to give direction to City employees.

POSITION DESCRIPTION

Enact appropriate legislation and do and perform any and all other acts which may be necessary and proper to carry out these powers or any other of the provisions of the City of Goodyear Charter and City Code.

DUTIES

Council members will assume the duties of office and attend all meetings of the Council unless excused for good cause. Council meetings are held the second and fourth Monday of every month. Worksessions are held the third Monday of the month and more often as needed. Worksessions often occur on days other than Monday and usually at 5:00 p.m. Council Meetings currently start at 6:00 p.m.

The principal job of the Council is to provide a forum for the discussion of community issues, to build consensus, and adopt policies. It is legislative in nature, and is accomplished primarily through ordinances, resolutions and motions that define community policies and standards to guide program development and implementation.

Council members should define their philosophy and purpose of government, which should be specific enough for commitment while being general enough to allow for the flexibility needed to consider all alternative courses of action.

Council members have the responsibility of representing the citizens, listening to both the requests and grievances of local citizens and responding to the needs of the residents of the community within the realm of local decision-making powers.

Council members should become educated about the City of Goodyear government, and its policies, procedures, and practices.

Council members are encouraged to read Council agenda packet material and be prepared to make decisions to benefit the City at large.

Council members are encouraged to contact City Administrators with questions and comments regarding the agenda packet prior to Council meetings.

Council members should ensure that adequate physical development in such areas as the water and sewer system, the transportation system and the solid waste disposal system keep pace with the growth of the community.

Council members should familiarize themselves with the Arizona Open Meeting Law to preserve the democratic quality of local government proceedings by not making decisions or discussing the business of Council except in a meeting which is open to the public.

Council members should become familiar with expenditure limitations, home rule, permanent base adjustment, capital project accumulation fund, one-time override, uniform reporting system and the property tax system to use as tools to establish fiscal policies and a financial plan to set the maximum limits on the amount of money that can be spent as set forth in the published budget.

Council members are expected to participate in other local interests, e.g. Chamber of Commerce, Maricopa Association of Governments, Fine Arts Council, Boys and Girls Club, Arizona League of Cities and Towns, water and environmental meetings, and serve on one or more committees.

Council members are expected to read: *“So you got elected... so NOW what?” “Roberts Rules of Order”*; and *“You as a PUBLIC OFFICIAL”*.

Council members will attend an annual Council Retreat to review program achievements and results in fulfilling Council adopted mission, values, goals and policies. This review will aid Council to determine future policies and programs.

New Council members should attend the League of Arizona Cities and Towns Newly Elected Officials University during the first six (6) months in office after election.

CITY COUNCIL COMMUNICATION GUIDELINES

The purpose of these guidelines is to enhance communication between the City Council, City staff, and the citizens of Goodyear. Effective communication is an essential component of organizational success whether it is interpersonal, intergroup, intragroup, organizational, or external. It is the essence of teamwork.

The following guidelines adopted by the Goodyear City Council in September 2005, replace the previous Rules of Engagement.

COMMUNICATIONS AMONG COUNCIL MEMBERS

Some members of the City Council may be balancing outside jobs with their duties as elected officials. Since their time is limited, it is imperative that staff prepare excellent summary information on each topic to help the Mayor and Council make the best possible decisions.

Council and Staff must work as a team, always focusing on the facts of an issue or situation. The City Manager should spend time consulting with the Mayor and council members to determine the effectiveness of communications, constantly looking for ways to improve it.

- Council members should feel comfortable contacting one another outside of meetings to discuss issues.
- Council members should exercise their ability to dialogue with one another during a meeting to discuss an issue.
- Council members should strive to resolve issues and answer concerns of all Council members prior to the vote.
- Council members should place their questions in context. They should provide the reason they are asking a question.
- Council members and staff should provide full explanation of major expenditures during meetings.
- During the discussion of an item in a meeting, Council members may explain their reasoning for their vote if they intend on voting “no”.
- If necessary, Council members may take advantage of the opportunity to take a recess prior to voting on an issue to gather information necessary for decision-making from the City Manager, staff or a developer.
- Council may explain the need for a recess to the citizens in attendance at the Council meetings.
- In formal City Council meetings, Council should be referred to as Mayor, Vice Mayor or Councilmember. Professional titles such as Doctor, Mr., Mrs., Ms. should not be used.
- Council needs to process thoughts internally. Do not think out loud and ramble.

COMMUNICATIONS BETWEEN COUNCIL AND CITY STAFF

- Assure staff's continued customer service commitment and practice. Revisit customer service within the City to make sure staff is on track.
- Look for ways to improve staff's ability to provide customer service.
- Continue to receive quality input from staff.
- Eliminate surprises for citizens, Council and staff.
- Predict whether an issue should be controversial. Staff should brief the Council on potential controversial issues as early as possible.
- Create a feedback loop between Council and staff. Council would like staff to provide project timelines and project status reports on major reports.
- Critique situations that didn't go well and learn from each situation.
- Make sure that staff questions Council if they don't understand something and clarification is needed.
- Make sure that staff doesn't over-analyze Council comments.
- When staff meets with Mayor, Vice Mayor or a Councilmember and an outside entity, Council should be referred to by their Council title.

COUNCIL COMMUNICATIONS WITH CITIZENS

- Establish two-way communication channels between citizens and the City. These communication channels should serve us well when controversial issues arise.
- Eliminate surprises for both Council and citizens.
- Conduct traveling Council meetings when appropriate.
- Conduct citizen surveys and focus groups on an ongoing basis.
- Conduct stakeholder workshops on appropriate issues.
- Consider meetings with members of neighborhoods.
- Involve citizens in the development of a five-year plan.
- Involve citizens in creating the future Goodyear.
- Solicit citizen input on priorities of the City.
- Consider a Citizen Involvement Ordinance.
- Consider making written communications such as legal notices easier to read.
- Consider ways to incorporate new residents into the fabric of the community.
- Council members should extend personal invitations to citizens to get involved in City activities, committees, boards, and commissions.
- Consider a local cable access channel.
- Resolve to have more direct communications with gated communities.
- Establish relationships with local Home Owners 'Associations (HOAs).
 - Publish articles in HOA newsletters.
 - Seek input and involvement on City issues from HOAs.

- Consider meetings between HOAs and Council to discuss policy impacts on their communities.
- Invite members of HOAs to serve on the City's Boards and Commissions.
- Send Council representatives to speak at HOA annual meetings.
- Distribute City maps and information at annual HOA meetings.
- Consider providing grants to HOAs to address community concerns.
- Enhance City publications.
 - Distribute New Citizen Orientation Information to new residents.
 - Solicit citizen involvement by advertising in the citizen newsletter.
- Actively seek ways to recognize the contributions of volunteers to the City.

CITY OF GOODYEAR

March 10, 2015 Primary Election
May 19, 2015 General Election (if necessary)

CANDIDATE CHECKLIST

Unless you intend to spend and receive contributions of \$250 or less as a candidate, you must file a Statement of Organization for Political Committees; or if you do not anticipate contributions or expenditures to exceed \$500, you may file a \$500 Threshold Exemption Statement. Unless the \$250 exemption applies to you, one of these must be filed before circulating petitions. (For additional requirements and restrictions refer to A.R.S. § 16.903.

A Statement of Organization is required if campaign expenditures or campaign contributions will exceed \$500. If you do not believe you will expend or receive contributions in excess of \$500, a \$500 Threshold Exemption Statement may be filed in lieu of a Statement of Organization. *(For additional requirements and restrictions refer to A.R.S. §16-902.01.A.)*

INITIAL REQUIRED FILING FOR CANDIDACY (ARS §16-311):

The following properly executed forms must be filed with the City Clerk's Office for official filing of your candidacy. All three must be submitted at the same time. The filing period for the required documents is no earlier than 8:00 a.m., Monday, November 10, 2014, and ***no later than 5:00 p.m., Wednesday, December 10, 2014:***

- ☐ Petitions contain no less than 401 signatures or no more than 802 signatures (at least 5% and no more than 10% of the total votes cast for Mayor in the last preceding election at which a mayor was elected - March 2013). Refer to A.R.S. § 16-321 for completion of petitions.
- ☐ A completed and notarized Local Public Officer's Financial Disclosure Statement.
- ☐ A completed Nomination Paper (includes an Affidavit of Qualification, which must be notarized, and a signed statement that you have read the campaign finance and reporting statutes).

If you have questions, please call: Maureen Scott, MMC
City Clerk
623.882.7828

THIS INFORMATION IS BEING PROVIDED TO ASSIST YOU IN PREPARING YOUR CANDIDATE PAPERS. WHILE WE HAVE PROVIDED YOU WITH THE MOST CURRENT INFORMATION, STATE STATUTES AND ELECTION CASES ARE SUBJECT TO CONSTANT CHANGE AND INTERPRETATION.

WE RECOMMEND THAT YOU REVIEW THEM WITH YOUR ATTORNEY TO ENSURE COMPLIANCE WITH CURRENT LEGAL REQUIREMENTS. IT IS NOT APPROPRIATE FOR CITY STAFF TO GIVE LEGAL ADVICE TO CANDIDATES FOR OFFICE. PLEASE TAKE TIME TO THOROUGHLY REVIEW THESE ELECTION MATERIALS AND COMPLY WITH ALL CURRENT STATUTES.

CANDIDATE FILING FORMS:

1. Checklist
2. Nomination Petition
3. Nomination Paper
4. Local Financial Disclosure Statement Form in English and Spanish
5. Political Committee Statement of Organization
6. \$500 Threshold Exemption Statement
7. Campaign Finance Report Cover Sheets
8. Campaign Finance Report Forms
9. Large Contribution Notice
10. Annual No Activity Statement
11. Political Committee No Activity Statement
12. Political Committee Termination Statement

****Fill-able forms are available on the City of Goodyear website:**

[Election Forms and Publications](#)